About Your New Labelmaker

With your DYMO LabelPOINT™ 150 labelmaker, you can create a wide variety of high-quality, self-adhesive labels. You can choose to print your labels in many different sizes and styles. The labelmaker uses DYMO D1 tape cassettes in widths of 9 mm (3/8") and 12 mm (1/2"). Tape cassettes are also available in a wide range of colors.

Visit **www.dymo.com** for information on obtaining labels and accessories for your labelmaker.

Warranty Registration

Please complete the warranty registration card and return it to the appropriate customer service address within seven days. Visit **www.dymo.com** for details.

Getting Started

Follow the instructions in this section to print your first label.

Connecting the Power

The labelmaker is powered by six AAA batteries. To save power, the labelmaker will automatically turn off after two minutes of inactivity.

To insert the batteries

1. Remove the battery compartment cover. See Figure 2.

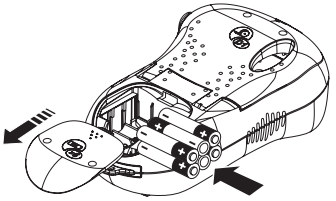

Figure 2

2. Insert the batteries following the polarity markings (+ and –).
3. Replace the battery compartment cover.

Remove the batteries if the labelmaker will not be used for a long period of time.

Inserting the Tape Cassette

Your labelmaker comes with one tape cassette. Visit **www.dymo.com** for information about purchasing additional tape cassettes.

To insert the tape cassette

1. Press and release the tape cassette cover to open the label compartment. See Figure 3.

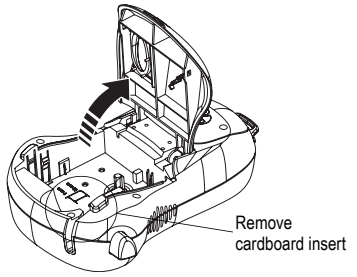

Figure 3

The first time you use the labelmaker, remove the protective cardboard insert from between the print head and pinch roller. See Figure 3.

2. Make sure the tape and ribbon are taut across the mouth of the cassette and that the tape passes between the guideposts. If necessary, turn the spool clockwise to tighten the ribbon.
3. Insert the cassette with the tape and ribbon positioned between the print head and pinch roller. See Figure 4.

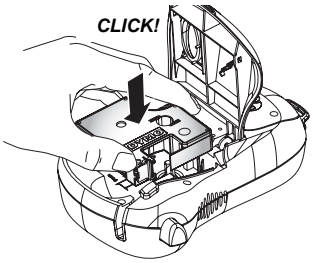

Figure 4

4. Press firmly until cassette clicks into place.
5. Close the tape cassette cover and press ⏻ to turn on the power.

Selecting a Language

You can select from a number of different language options. By default, the language is set to English. The language option you choose determines the default units of measure (inches or millimeters) and the character set that is available.

To select a language

1. Press Language.
2. Use the arrow keys to select the language you want and press OK.

Printing Your First Label

You are now ready to print your first label.

To print a label

1. Enter text to create a simple label.
2. Press Print.
3. Use the cutter lever to cut the label.

Congratulations! You have printed your first label. Continue reading to learn more about the options available for creating labels.

Getting to Know the Labelmaker

Become familiar with the location of the feature and function keys on your labelmaker. Refer to Figure 1. The following sections describe each feature in detail.

Power

The ⏻ button turns the power on and off. After two minutes of no activity, the power is switched off automatically. The last label created is remembered and displayed when the power is turned back on. The previously selected style settings are also restored.

You can also use the ⏻ button to cancel printing and return to edit mode.

LCD Display

The labelmaker's LCD display shows a row of thirteen characters. However, you can enter up to 99 characters and spaces.

The display is similar to a window that scrolls across the text. (See Figure 5.) The number of characters actually displayed can vary due to proportional spacing.

Figure 5

In addition, feature indicators appear on the display to let you know when a feature is selected. See Figure 6.

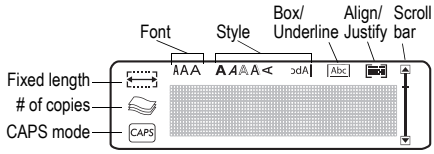

Figure 6

CAPS Mode

The CAPS key toggles capitalization on and off. When CAPS mode is turned on, the CAPS mode indicator is shown on the display and all letters that you enter will be capitalized. The default setting is CAPS mode on. When CAPS mode is off, all letters entered appear in lower case.

Shift Key

The ▲ key, when used in combination with an alphabet key, changes the case of the selected letter. When used in combination with number keys or function keys, the ▲ key selects the alternate function shown on the key. For example, when you press ←, the character to the left of the cursor is deleted; however, when you press ▲ + ← together, the entire label text and formatting is deleted and the display is ready for you to type a new label.

Space Bar

The SPACE key inserts one or more blank spaces in your text.

Backspace

The ← key removes the character to the left of the cursor. Pressing ▲ + ← clears all label text and formatting.

Navigation Keys

You can review and edit your label using the left and right arrow keys. Using ▲ with the left or right arrows moves the cursor to the beginning or end of the label text.

You can navigate through menu selections using the up and down arrow keys, and then press ok to make a selection.

Cancel

The C key allows you to exit from a menu without making a selection or to cancel an action.

Return Key

The ↵ key inserts a new line on your label.

Extra Key

The Extra key displays Units, Copies, Preview, and Print Contrast submenus. These features are described later in this User Guide.

Formatting Your Label

You can choose from a number of formatting options to enhance the appearance of your labels.

The labelmaker remembers the last selection made so that each time you enter one of the feature menus described in this section, you are positioned at the last item selected from that menu.

Changing the Font

Three fonts are available for your labels: Arial Narrow, Normal, and Wide.

When you select a font, that font applies to all characters on a page.

To set the font

1. Press the AAA key.
2. Use the arrow keys to move to the desired font and then press ok.

Adding Font Styles

You can choose from six different font styles:

AaBb	Bold
AaBb	Italic
AaBb	Outline
AaBb	Shadow
ɐqɔp	Vertical
dƃɐA	Mirror

Figure 7

When you select a style, that style applies to all characters. Styles can be used with alphanumeric characters and symbols. See **Using Symbols and Special Characters** on page 6 for more information on printing symbols.

To set the font style

1. Press the A/a key.
2. Use the arrow keys to select a style and then press ok.

Adding Box and Underline Styles

You can further highlight your text by choosing a box or underline style.

A A OFF	Normal
DYMO	Underline
DYMO	Square Box
DYMO	Pointed Box
DYMO	Rounded Box
DYMO	Crocodile Box
DYMO	Scroll Box

Figure 8

A label can be underlined or enclosed in a box, but not both together.

To add a box style

1. Press the key.
2. Select underline or a box style and press ok.

On multi-line labels, both lines are underlined. However, all the lines are enclosed in a box style.

Creating Multiple-Line Labels

You can print a maximum of two lines on 9 mm (3/8") and 12 mm (1/2") labels.

To create a multiple-line label

1. Type the text for the first line, and press ↵. A new line character ↵ is displayed at the end of the first line, but will not print on the label.
2. Type the text for the second line.

Using Symbols and Special Characters

Symbols and other special characters can be added to your labels.

	1	2	3	4	5
A	€	$	¢	£	¥
B	@	&	#	%	‰
C	!	?	¡	¿	_
D	'	"	,	•	;
E	:	/	+	-	*
F	(	)	=	<	>
G	≠	±	÷	{	}
H	[	\	]	|	§
I	•	’	1/2	1/4	3/4
J	Ω	λ	µ	°	~
K	✚	🡅	🡇	🡆	🡄
L	☺	☹	😐	☠	❀
M	💻	☎	🖫	✂	🕮
N	☝	☞	☜	👍	👎

Figure 9

Adding Symbols

The labelmaker supports the extended symbol set as shown in Figure 9.

To add a symbol

1. Press (Symbols). The first row of symbols shown in the table appears in the display.
2. Use the arrow keys to move to the desired symbol. The left and right arrows move horizontally along a row of symbols. The up and down arrow keys scroll vertically through the rows of symbols.

   To quickly see a row of symbols, you can press the letter corresponding to the row you want.
3. When you locate the symbol, press (ok) to add the symbol to your label text.

Adding International Characters

The labelmaker supports the extended Latin character set using RACE technology. Similar to using a mobile phone keypad, if you type a letter multiple times within a very short time, you will scroll through variations on that letter.

For example, if French is selected as the language and you repeatedly press the letter **a**, you will see **a à â æ** and so on through all the variations available. The character variations and the order in which the variations appear depend on the language you have selected to use.

Currency Symbols

The currency key **€** also uses RACE to scroll through a number of currency symbols:

€ £ $ ¢ ¥

The order these symbols appear depends on the language you have selected.

Printing Options

You can print multiple copies of a label at one time, print fixed-length labels, review label text and format, and adjust the printing contrast.

Printing Multiple Copies

You can print up to 16 copies of a label at one time. When printing multiple copies, a dotted cut-line is printed between each label.

To print multiple copies of the label

1. Press (Extra).
2. Select **Set # Copies** and press (ok).
3. Use the arrow keys to increase or decrease the desired number of copies to print and press (ok).
4. Press (Print) to begin printing.

When printing is finished, the number of copies to print returns to the default value of 1.

Printing a Fixed Label Length

Normally, the length of the label is determined by the length of the text entered. However, you may wish to make a label for a specific purpose that is a fixed length regardless of the length of the text.

You can specify a fixed length for a label in 2 mm (0.1”) increments between 40 mm (1.5”) and 400 mm (15.0”). The preset fixed length is 100 mm (4.0”). Any change you make to the fixed length setting remains in effect until you change it.

To set the label length

1. Press (▲) + (AA).
2. Select **ON** to turn on Fixed Length.
3. Press the up arrow to increase the length.
4. Press the down arrow to decrease the length.
5. Press (ok) to set the fixed length.
6. After printing the label, repeat step 1 and turn Fixed Length OFF; otherwise, all subsequent labels will print with this fixed length.

Previewing Your Label

You can preview the text or format of your label prior to printing. A two-line label is previewed as a single-line label.

To preview your label

1. Press (Extra).
2. Select **Text** or **Format**.

If you select **Text**, the text of the label scrolls across the display. If you select **Format**, the format selected displays briefly.

Aligning the Text

When you print a fixed length label you can choose to align the text at the left, center, or right side of the label. For multi-line labels, all lines of text are aligned left, center, and right relative to each other.

To align the text

1. Press [▲] + (Format).
2. Select the desired alignment and press (ok).
3. Press [←] to turn off the alignment setting.

Adjusting the Print Contrast

You can adjust the print contrast to fine tune the print quality of your label.

To set the contrast

1. Press (Extra).
2. Select **Set Contrast** and press (ok).
3. Select a contrast setting and press (ok).

Using Labelmaker Memory

The labelmaker has a powerful memory feature that stores text and formatting as follows:

- Automatically stores the last three labels printed.
- Allows you to store the text of up to three labels you use frequently.
- Allows you to name and store up to three commonly used label formats.

Storing Label Text

The labelmaker automatically keeps the last three labels printed in a text buffer. In addition, you can store up to three specific labels you use frequently.

To store the current label text

1. Press [▲] + (Memory Extra).
2. Select **SAVE** and then **LABEL**.
   The first of the memory fields is displayed.
3. Use the arrow keys to move through the fields. You can store new text in any of the memory locations, however, if you select a location that is filled, the previous label text will be overwritten.
4. Select a memory location and press (ok).

Your label text is saved and you are returned to the label.

Storing Formats

In addition to label text, you can store up to three specific label formats you use frequently. This feature stores only the formatting information not the label text.

To store the current format

1. Press [▲] + (Memory Extra).
2. Select **SAVE** and then **FORMAT**.
   The first of the memory fields is displayed.
3. Use the arrow keys to move through the fields. You can store a new format in any of the memory locations, however, if you select a location that is filled, the previously stored format will be overwritten.
4. Select a field and press (ok). The word **NAME?** appears in the field.
5. Enter a name for the format and press (ok). The label format is saved and you are returned to the label.

Recalling Stored Labels and Formats

You can easily recall labels and formats stored in memory to use at a later time.

To recall labels or formats

1. Press ▲ + Memory Extra.
2. Select **Recall** and then **LABEL**, **FORMAT**, or **LAST PRINTED**.

   The first memory location is displayed similar to storing a label or format.
3. Select a label or format to recall and press ok.

Caring for Your Labelmaker

Your labelmaker is designed to give you long and trouble-free service, while requiring very little maintenance.

Clean your labelmaker from time to time to keep it working properly. Clean the cutter blade each time you replace the tape cassette.

To clean the cutter blade

1. Remove the tape cassette.
2. Press and hold down the cutter lever to expose the cutter blade.
3. Use a cotton ball and alcohol to clean both sides of the blade.
4. Release the cutter lever.

You can also follow this procedure if the cutter blade becomes lodged in the forward position and will not move.

To clean the print head

- Clean the print head using the cleaning tool located inside the tape compartment lid.

Troubleshooting

Review the following possible solutions if you encounter a problem while using your labelmaker.

Problem/Error Message	Solution
No display	• Ensure the labelmaker is turned on. • Replace discharged batteries.
Poor Print Quality	• Replace discharged batteries or attach power adapter. • Ensure tape cassette is installed properly. • Clean the print head. • Replace the tape cassette.
Poor Cutter Performance	Clean the cutter blade. See **Caring for Your Labelmaker**.
Printing	No action required. Message disappears when printing is finished.
Too many characters Exceeded maximum number of characters in buffer.	Delete some or all of the buffer text.
Too many lines Exceeded maximum number of lines allowed.	Select another format.
Insert Tape Cassette Tape cassette missing or empty.	Insert a new tape cassette
Battery low Batteries almost discharged.	Replace batteries or connect AC power adapter.
Tape Jam Motor is stalled due to tape jam.	• Remove jammed tape and replace tape cassette. • Clean cutter blade.
Set Fixed-length label selected and the length necessary to print the label exceeds the selected length.	• Following this message, a fixed-length value is displayed which indicates the minimum label length necessary to fit the text. Do one of the following: • Adjust the fixed-length label setting appropriately, or • Select a narrower font size.

If you still need assistance, contact DYMO Customer Support. Refer to **Contacting Customer Support** on page 51 to locate the contact number for your country.

Documentation Feedback

We are constantly working to produce the highest quality documentation for our products. We welcome your feedback. Send us your comments or suggestions about our user guides. Please include the following information with your feedback:

- Product name, version number, and page number
- Brief description of content (instructions that are inaccurate or unclear, areas where more detail is needed, and so on)

We also welcome your suggestions about additional topics you would like to see covered in the documentation.

Send email messages to: **documentation@dymo.com**

Please keep in mind that this email address is only for documentation feedback. If you have a technical question, please contact Customer Support.

This product is CE marked in accordance with the EMC directive and the low voltage directive and is designed to conform with the following international standards:

US FCC Class B Compatibility

Safety - EN 60950, IEC 950, UL 1950

EMC Compatibility EN 61000 3-2/3 ; EN 61000 4-2/3/4/5/6/8/11; ENV 50204;

EU Immunity - EN 55024 & addendums A1, A2 Electromagnetic Compatibility (EMC) - Information Technology equipment, Immunity Characteristics

Emissions – EN 61000-6-3: Electromagnetic Compatibility (EMC) - Part 6: Generic Standards - Section 3: Emission standard for residential, commercial and light industrial environments.

Esselte is an ISO 14001 registered company. Plastic components of this printer have been marked to enable final disposal in a manner that is sensitive to the environment.